

NEW ELECTRONIC FINGERPRINTING SERVICES

Fingerprint cards and ink pads have given way to electronic fingerprinting when it comes to doing state-mandated applicant background checks in Michigan. This fingerprinting requirement applies only to driver training school owners and instructors.

The Michigan State Police has contracted with a private vendor, Identix Identification Services (IIS), for this service. The new process will work as follows:

1. School owners and new school applicants must submit a written request on business letterhead to the Criminal Justice Information Center requesting to establish a livescan identification number for obtaining mandatory (MCL 256.602) criminal record background checks. The request must be faxed to (517) 322-0635 and must include the following:
 - Name and telephone number of a contact person at the driver training school;
 - A business fax number and (optional) an e-mail address;
 - Confirmation of the driver training school's address where the applicants' criminal records should be mailed.
2. When the Criminal Justice Information Center has processed the request and established the livescan identification number in the driver training school's name, documents will be faxed (or mailed) to the owner including information on contacting IIS to schedule appointments and a form that applicants must bring with them to their appointment.
3. Applicants will be expected to bring two checks as payment: up to \$16 payable to IIS for the livescan fee and \$54 payable to the State of Michigan for processing the background checks. Details about the payments will be included in the information sent to you by the Criminal Justice Information Center.
4. IIS will capture the fingerprints and personal information and transmit the data to the Michigan State Police.
5. The Michigan State Police will check the state database and also forward the information to the Federal Bureau of Investigation for the search of its database. The Michigan State Police will mail the combined printed responses to the driver training school and to the Department of State's Driver Education Section. If the printed response is not received within 10 business days, the driver training school owner should contact the Criminal Justice Information Center at (517) 322-1956.